



McKinleyville Community Services District



General Manager

THE COMMUNITY

Located on a bluff overlooking the Pacific Ocean in Northern California's Humboldt County, McKinleyville is an unincorporated community with a population of approximately 17,000. With a growing number of retail, professional services, community services and conveniences the town is large enough to offer the amenities of a small urban area while maintaining its small town charm and friendliness.



Characterized by mild, rainy winters and cool, dry summers, with an average temperature of 55°, McKinleyville is known as a recreation paradise offering surfing, steelhead and salmon fishing, hiking underneath the mighty Redwoods or biking the Pacific Coast Bike Route. These outdoor activities combined with an active Senior Center, community supported events such as the Azalea Festival and a multitude of recreational programs and services offered by the Community Services District, provide ample leisure activities for residents of all ages.

In addition to its beautiful landscape and easy-going lifestyle, McKinleyville offers one of the more affordable places to live in California and close proximity to Humboldt State University and the College of the Redwoods. The community is easily accessible via US 101 or State Route 299 and is home to the full-service Arcata-Eureka Airport.

THE DISTRICT

Established in 1970, the McKinleyville Community Services District (District) provides water, sewer, parks and recreation, library, and open space maintenance services. The District is supported by a dedicated full-time staff of 23 and a budget of \$4.5 million. Encompassing 12,140 acres, the District is an independent, special district governed by an elected five-member Board of Directors. The District's primary functions include:

Water Department – The District has approximately 4,200 water customers and purchases its wholesale supply from the Humboldt Bay Municipal Water District. Water is diverted from Humboldt Bay's million-gallon tank and piped to a District pump station where it is then pumped into a primary pressure zone which serves the entire District except for McCluski Hill, which is serviced by a 250,000 gallon hilltop tank site. The District has two reservoir sites with 2.5 million gallons of storage at each site. The District owns and maintains approximately 70 miles of mains.

Sewer Department – The District has approximately 4,600 customers. Wastewater facilities are located on a 68.4 acre parcel with approximately 34 acres being used for treatment facilities, an 18 acre wooded buffer, and a 16 acre open parcel. In addition, there is a public access nature trail contained within the wooded buffer zone that is 1.5 miles long. The facility consists of two primary





oxidation ponds and three secondary oxidation ponds with a total pond area of 20 acres. Biological treatment capacity of the ponds is 1.18 mgd and hydraulic capacity of disinfection facilities is estimated at 3.3 mgd peak flow. Treated wastewater is discharged to the Mad River during winter months and into two percolation ponds during the summer and low flow periods.

Recreation Department – Established by a vote of the citizens, the Recreation Department has dramatically expanded its services in recent years by developing a community park and operating a community center and gymnasium. The District has just completed Hiller Sports Complex, which includes three baseball fields, two softball fields and youth soccer fields. In addition to the Hiller Sports Complex, the District owns and operates three additional parks: Pierson Park, Hiller Park and Larissa Park and also operates the McKinleyville Library.

CURRENT ISSUES & PRIORITIES

Exceptional management has left the District fiscally sound with a well-maintained and up-to-date infrastructure. The Board anticipates that the next General Manager will continue this trend. Additional priorities will include the District's ongoing participation in Humboldt County's General Plan Update, water quality issues faced by most communities in California, SB 135 regulations, and building relationships within the community, region and state.

THE POSITION

The General Manager is the Chief Executive Officer of the District. As such, the General Manager is expected to plan, organize, coordinate and supervise all District functions and activities. The General Manager receives policy direction from the Board of Directors and works closely with them on a variety of issues. This opening exists due to the impending retirement of the General Manager after nine highly productive and successful years in that position.

THE IDEAL CANDIDATE

The ideal candidate will join a professionally committed informal working atmosphere. They will be attracted to McKinleyville's small town environment and must bring a desire to become a visible and collaborative leader in the community. The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. The ability to communicate effectively and work collegially with the Board of Directors, regionally and statewide coupled with a diplomatic demeanor and proven track record of sound fiscal, technical and personnel management will be expected. A progressively responsible management background and a Bachelor's degree is required. A Master's degree is desirable.



Desired Competencies/ Characteristics:

- Knowledge of construction management
- Experience with the Regional Water Quality Control Board
- Familiarity with CEQA
- Ability to make well-thought out, 'bullet-proof' recommendations
- Committed to staff development/training and retention
- Good listener; respects and fosters employee input
- Independent manager; delegates effectively without micro-managing
- Analytical/critical thinker
- Sense of humor
- Thorough understanding of GM vs. Board roles
- Apolitical but astute
- Proactive
- Open and transparent communication style
- Tactful, 'bridge builder', able to collaborate and forge relationships regionally, statewide, and with public and media
- Dedicated to community
- Broad range of skills – human resources, finance, technical
- A 'rainmaker' – willing to think creatively/innovatively regarding revenues, resources and grants
- Big picture thinker; visionary



COMPENSATION

The salary range for the position is open and negotiable and is supplemented by an excellent benefit package including PERS 2% @ 55.

APPLICATION AND SELECTION PROCESS

The filing deadline is Friday, March 13, 2009. Please submit a resume, cover letter, five work-related references and current salary to:



Pam Derby
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Phone: (916) 263-1401
Fax: (916) 561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search



Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the District. The District will then select candidates to be invited to participate in interviews in McKinleyville. An offer of appointment is expected following comprehensive reference and background checks.